

# WORKFORCE DEVELOPMENT

FALL 2022 CATALOG



TUITION ASSISTANCE AVAILABLE  
[hgtc.edu/jobtraining](http://hgtc.edu/jobtraining) • 843-477-2020

# WORKFORCE DEVELOPMENT

## What is Workforce Development?

**Workforce Development is an opportunity to obtain valuable knowledge and skills for career enhancement or personal enrichment.**

Workforce Development encompasses noncredit courses that do not count toward a degree. Many Workforce Development courses however, prepare you for industry-recognized licensure and certifications. Successful completion of these courses earns continuing education units (CEU's) for the student. For more than 50 years, HGTC has provided area business & industry training programs that build a skilled workforce—from manufacturing to the medical field to our culinary and hospitality meccas and more.

**CUSTOMIZED TRAINING:** For companies interested in workforce development, we offer fully customized courses that are developed and designed to strengthen your teams, motivate your employees and help your business succeed. We can offer the training at our college or bring it to you, on-site, to help save you time and money.

**CAREER ENHANCEMENT:** For those workers who are interested in advancing in their careers or possibly pursue new opportunities, we offer a wide variety of classes that can help. Many of our programs lead to national certifications.

**PERSONAL ENRICHMENT:** Lifelong learners are motivated to learn because they want to. Our personal enrichment classes are fun and can lead to personal development and a more active and social lifestyle. Our courses include photography, computers, sewing, cooking, genealogy and more.

### Campus Location Key

GS:	Grand Strand Campus, 743 Hemlock Avenue, Myrtle Beach, SC 29577
GTW:	Georgetown Campus, 4003 South Frasier Street, Georgetown, SC 29440
CON:	Conway Campus, 2050 East Highway 501, Conway, SC 29526
CCAR:	Fortune Academy, 951 Shine Avenue, Myrtle Beach, SC 29577
INT:	Online
OFF:	Call for location

### STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT

Horry-Georgetown Technical College shall not discriminate in employment or personnel decisions or in student admissions or in student decisions, or in all other segments of the College community on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in the educational programs and activities which it operates, and the College is prohibited from discrimination in such manner by applicable laws. Practices and requirements for nondiscrimination extend to the enrollment of students in programs and activities of the College and employment by the College.

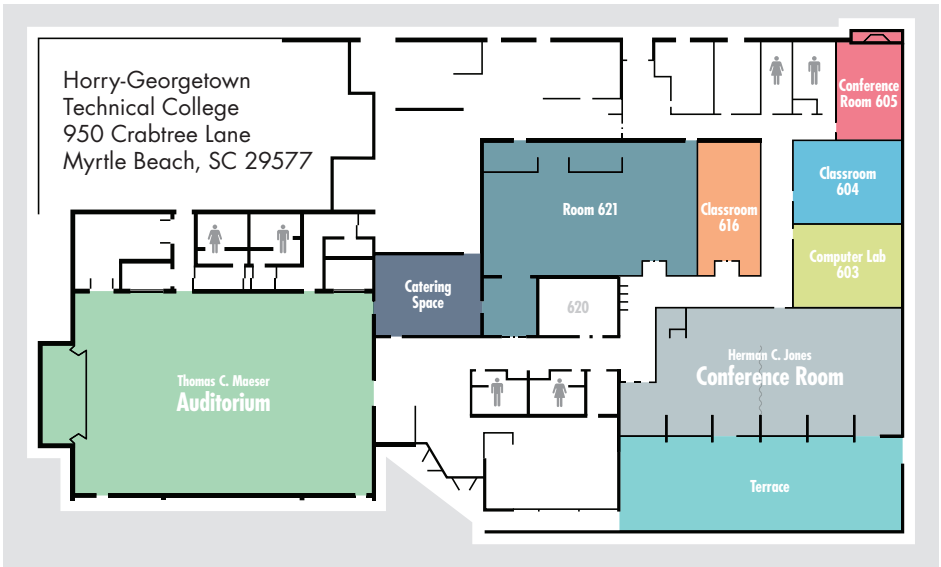
Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President, Human Resources and Employee Relations, Title IX Coordinator & the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, [Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu).

Student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, Title IX, Section 504, & Title II Coordinator Horry-Georgetown Technical College, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, [Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu).

**Please note:** While every reasonable effort has been made to ensure the accuracy of the information contained herein, absolute accuracy cannot be guaranteed. HGTC is not responsible for typographical errors or inaccurate data. Dates, times, locations, and costs may vary. For the latest, most accurate information, please call 843-477-2020 or visit [hgtc.edu/jobtraining](http://hgtc.edu/jobtraining).

# HGTC CONFERENCE & BUSINESS CENTER

The HGTC Conference & Business Center offers flexible-use meeting space for rent to the public. Rooms include training classrooms and the Thomas C. Maeser Auditorium, a 3,552-square-foot auditorium that accommodates small- to medium-sized educational functions.



	Room	Square Footage	Setup	Seats	Social Distancing If Requested
1	Catering Space	485	Catering Open Space	N/A	N/A
2	Classroom 604	520	Classroom Seating	28	15
3	Classroom 616	392	Classroom Seating	13	6
4	Computer Lab 603	572	Classroom Computer Lab	16	8
5	Conference Room 605	350	Conference Room	8	4
6	Room 621	2,144	Multi-Purpose Style Seating	68	34
7	Herman C. Jones Conference Room	2,304	Open Space	45	22
8	Herman C. Jones Conference Room	2,304	Classroom (Long Tables)	45	22
9	Terrace	1,224	Open Space	TBD	TBD
10	Thomas C. Maeser Auditorium (642)	3,552	Open Space	400	200
11	Thomas C. Maeser Auditorium (642)	3,552	Classroom (Long Tables)	150	75
12	Thomas C. Maeser Auditorium (642)	3,552	Theater (Chairs Only)	250	125
13	Thomas C. Maeser Auditorium (642)	3,552	Banquet (Round Tables)	200	100



To schedule an event, for pricing, or for additional information, contact **HGTC Workforce Development** at 843-477-2042 or [WDinfo@hgtc.edu](mailto:WDinfo@hgtc.edu).

## **CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT (CMAA)**

## **SCHOLARSHIPS AVAILABLE**

Administrative medical assistants are skilled multi-taskers who direct the flow of patients through an office. Effective patient flow allows the practice to operate efficiently, increase revenue, and provide a positive experience for the patient. Their duties can include scheduling appointments, entering demographic and insurance information into practice software, managing patient check-in and check-out, answering phone calls, filing and retrieving paper records, maintaining electronic records, composing correspondence, performing daily financial practices, assigning medical codes and processing insurance claims. Upon completion of this course, you will be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcareer Association (NHA). This course includes a voucher which covers the fee of the exam. Disclaimer: To qualify for the externship applications process, students must successfully complete the online course content and have account balances up to date (at a minimum). Going through the externship application process does not guarantee an externship. COVID may be affecting the externship process or site availability in your area. Students can begin researching the steps of the application process 2 weeks prior to completing courses.

## **CERTIFIED NURSING ASSISTANT HYBRID (C.N.A.)**

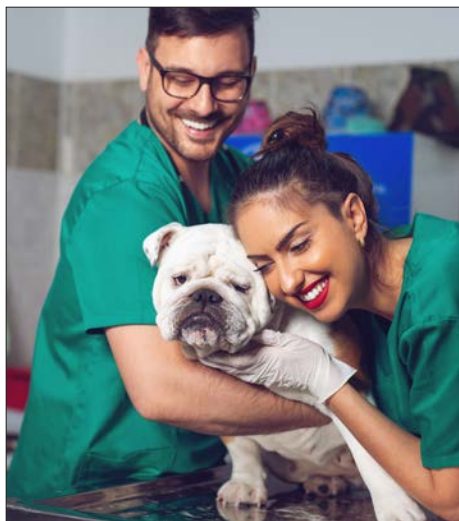
## **SCHOLARSHIPS AVAILABLE**

Online Certified Nursing Assistant course prepares you for a career as a Certified Nursing Assistant (CNA). Course includes an online lecture component and in classroom in person skills days. This is a four-week course. Two important components must be completed to finish the course. 1. FACET Healthcare Training (the online book/knowledge component) You should have received your credentials by email) and 2. Face-to-Face Skills Practice: You are required to complete 32 hours of skills practice. You will receive an email from Adult Education with your FACET login credentials as well as a Student Expectation Form, a Course Pacing Guide, and a Skills Practice Schedule. The Student Expectation Form tells you the expectations for the class. One important expectation is to complete a minimum of eight (8) Face-to-Face skills hours per week. Ensuring you finish the required 32 hours by the end of the course. If you want to complete all 32 skills practice hours in one week, you may. The expectation remains a minimum of 8 per week. While attending these sessions, you must be engaged in skills learning as either a provider, a patient, coach, or evaluator. These hours may not be used to work on FACETs. This form provides specific information about the Skills Practice Sessions; locations and your ability to choose the day, hours, and site that works best for you. Skills locations: 3301 N. Oak Street Myrtle Beach (MB) or 1620 Sherwood Dr. Conway (CEC) or 3501 SC-917, Loris (Finklea Community Center, FCC) There are 74 quizzes. On the FACET homepage, under the heading QUIZZES you will find Lesson Plans (24 quizzes), Skills (22 quizzes), Knowledge/Written (26 quizzes), Math (2 quizzes). Textbooks Required (NOT INCLUDED IN SCHOLARSHIP: approx. \$48) Hartman's Nursing Assistant Care – The Basics Textbook 5th edition ISBN 978-1-60425-100-5 Hartman's Nursing Assistant Care – The Basics Workbook 5th edition ISBN 978-1-60425-101-2.

## **ELECTRONIC HEALTH RECORDS CEHR**

## **SCHOLARSHIPS AVAILABLE**

6-month course---Electronic health record specialists are critical in today's healthcare environment, where timely access to accurate patient records is vital to the safety and treatment of patients. This course teaches the skills required to become a certified electronic health record specialist (CEHRS) through the National Healthcareers Association (NHA),



including charting, HIPAA compliance, electronic health record management, and insurance and billing. You will be prepared to work on a health information management team, auditing records, compiling reports for patient tracking, and coordinating the systems that keep our healthcare facilities operating.

### **PERSONAL TRAINER CERTIFICATION**

Hybrid (Virtual lectures + In-person practical skills labs) Get all the information needed to start an exciting fitness career & become a Certified Personal Trainer. Turn your fitness passion into a profession with the ONLY IN-PERSON hands on practical skill labs in the industry. The scheduled virtual lectures are led by our 5-star teacher. Topics will cover 15 hours on anatomy, exercise physiology, kinesiology, biomechanics, nutrition and more. The in-person practical skill labs allow you to role-play and review essential “hands on skills” to master assessing clients, stretching, warmups/cool downs, exercise analysis and programming design. The course includes the national test vouchers (\$450 value) and extra access to our online video enhanced CPT course to review lectures and labs at no extra cost! W.I.T.S. 30-hour optional employer internship (Level 2 Certification) helps walk you into jobs who very much value our unique certification. We are all about your success and the tools we give you will help you reach that goal. Required Textbook: (Sold Separately) Howley, Edward T. and Thompson, Dixie L. 2017. Fitness Professional's Handbook. 7th Edition. Publisher: Human Kinetics, Champaign, IL. The e-book costs \$74 and the cost for the hard cover version is \$99, plus \$15.95 for shipping, and must be purchased by the student. Amazon Prime also has a rent a book set up. The written exam will be completed after the last day of class.

### **VETERINARY ASSISTANT LECTURE**

### **SCHOLARSHIPS AVAILABLE**

This program prepares you for an entry level position as a Veterinary Assistant. You will learn skills necessary to perform duties in a veterinary hospital setting. Students will learn correct restraint techniques for various species and procedures; basic anatomy, medical terminology, reproduction, aging, understanding prescriptions, orphan care, laboratory skills, surgical skills, and diagnostic imaging will also be covered. Course consists of 80 hours of lecture and 30 hours of externship. Dates below do not include externship. Externship hours may vary based on facility availability. Textbook included.



Course Number/Name	Days	Dates	Times	Campus	Tuition
1483 Clinical Medical Assistant	F	6/3/2022–8/20/2022	5:30pm-9:30pm	GS	\$1,899
	S		9:00am-5:00pm	GS	
1484 Clinical Medical Assistant	F	8/26/2022–11/19/2022	5:30pm-9:30pm	GS	\$1,899
	S		9:00am-5:00pm	GS	
1887 Certified Nursing Asst Hybrid		8/22/2022–9/17/2022	Self-Paced	INT	\$1,600
1888 Certified Nursing Asst Hybrid		9/19/2022–10/15/2022	Self-Paced	INT	\$1,600
1889 Certified Nursing Asst Hybrid		10/17/2022–11/12/2022	Self-Paced	INT	\$1,600
1890 Certified Nursing Asst Hybrid		11/14/2022–12/16/2022	Self-Paced	INT	\$1,600
2498 Certified Nursing Asst Hybrid		1/9/2023–2/4/2023	Self-Paced	INT	\$1,600
2499 Certified Nursing Asst Hybrid		2/6/2023–3/4/2023	Self-Paced	INT	\$1,600
2500 Certified Nursing Asst Hybrid		3/6/2023–3/31/2023	Self-Paced	INT	\$1,600
3320 Certified Nursing Asst Hybrid		4/10/2023–5/6/2023	Self-Paced	INT	\$1,600
3321 Certified Nursing Asst Hybrid		5/8/2023–6/3/2023	Self-Paced	INT	\$1,600
3322 Certified Nursing Asst Hybrid		6/5/2023–6/30/2023	Self-Paced	INT	\$1,600
1947 Electronic Health Records CEHR		7/13/2022–12/31/2022	Self-Paced	INT	\$3,500
2575 Electronic Health Records CEHR		8/18/2022–2/18/2023	Self-Paced	INT	\$3,500
2576 Electronic Health Records CEHR		9/14/2022–3/14/2023	Self-Paced	INT	\$3,500
2577 Electronic Health Records CEHR		10/12/2022–4/12/2023	Self-Paced	INT	\$3,500
2578 Electronic Health Records CEHR		11/16/2022–4/30/2023	Self-Paced	INT	\$3,500
2579 Electronic Health Records CEHR		12/14/2022–4/30/2023	Self-Paced	INT	\$3,500
3319 Personal Trainer Certification	TR	6/7/2022–7/7/2022	6:30pm-9:30pm	CON	\$875
1481 Veterinary Assistant Cert	TR	9/6/2022–12/15/2022	6:00pm-9:00pm	GS	\$1,600

### BLS-CPR FOR HEALTHCARE PROVIDER/AED

AHA Basic Life Support for the Healthcare Provider. This is an American Heart Association 5-hour cardiopulmonary resuscitation and AED course for healthcare providers. This course reinforces healthcare professionals' understanding of the importance of early CPR and defibrillation, basic steps of performing CPR, relieving choking, and using an AED; and the role of each link in the Chain of Survival. Textbook and CPR mask are included in the tuition. Limited enrollment.

Course Number/Name	Days	Dates	Times	Campus	Tuition
3306 BLS CPR HC Provider	S	6/25/2022	9:00am-2:00pm	GS	\$105
3307 BLS CPR HC Provider	S	7/23/2022	9:00am-2:00pm	GS	\$105
1720 BLS CPR HC Provider	S	8/27/2022	9:00am-2:00pm	GS	\$105
1721 BLS CPR HC Provider	S	9/24/2022	9:00am-2:00pm	GS	\$105
1722 BLS CPR HC Provider	S	10/22/2022	9:00am-2:00pm	GS	\$105
1723 BLS CPR HC Provider	S	11/19/2022	9:00am-2:00pm	GS	\$105
1724 BLS CPR HC Provider	S	12/10/2022	9:00am-2:00pm	GS	\$105



## ALLIED HEALTH ONLINE COURSES



ACE PERSONAL TRAINER  
ACE PERSONAL TRAINER WITH FITNESS  
ACE PERSONAL TRAIN FITNESS HEALTH  
ACSM CERT EXERCISE PHYSIOLOGIST  
ACSM CERTIFIED EXERCISE PHYSIOLOGIST WITH FITNESS  
AND HEALTH INTERNSHIP  
ACSM PERSONAL TRAINING  
ANATOMY & PHYSIOLOGY 1 ONLINE  
BECOME A PHYSICAL THERAPY AIDE  
CCMA ONLINE  
CERTIFIED PROFESSIONAL LIFE COACH  
CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT CMAA  
CLINICAL MEDICAL ASSISTANT  
CPC MEDICAL BILLING CODING  
EXPLORE MEDICAL CODING CAREER  
MEDICAL TERMINOLOGY-ONLINE  
MUSIC THERAPY/SOUND HEALING  
PHARMACY TECHNICIAN (VOUCHER)



Scan QR Codes  
for Information

## BUSINESS & LEADERSHIP ONLINE COURSES



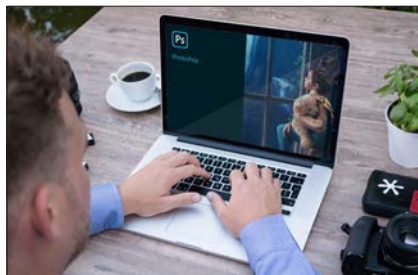
ACCOUNTING FUNDAMENTALS  
ACCOUNTING FUNDAMENTALS II  
ACCOUNTS PAYABLE MANAGER CERTIFICATION  
ACCOUNTS PAYABLE SPECIALIST CERTIFICATION  
WITH MICROSOFT EXCEL (VOUCHER INCLUDED)  
ADMINISTRATIVE ASSISTANT FUNDAMENTALS  
BUSINESS OPERATIONS SPECIALIST  
CERTIFIED DIGITAL MARKETING PROFESSIONAL  
CERTIFIED SIX SIGMA GREEN BELT AND BLACK BELT  
GOAL SETTING/WORKPLACE EFFICIENCY  
GRANT WRITING A-Z  
GRANT WRITING A-Z 2  
GRANT WRITING & NON-PROFIT MANAGEMENT  
HR PROFESSIONAL WITH PAYROLL PRACTICE AND MANAGEMENT  
HUMAN RESOURCES MANAGEMENT  
HUMAN RESOURCES MANAGER  
HUMAN RESOURCES SENIOR MANAGER  
INDIVIDUAL EXCELLENCE  
INTRO TO DATABASE DEVELOPMENT  
MANAGEMENT TRAINING  
NONPROFIT MANAGER  
PMP COMPLETE PROJECT MANAGER  
PROFESSIONAL BOOKKEEPING WITH QUICKBOOKS  
SMALL BUSINESS MARKETING ON A SHOESTRING  
SENIOR PROFESSIONAL IN HR  
SOCIAL MEDIA IN BUSINESS  
STOCKS, BONDS, AND INVESTING  
WHERE DOES ALL MY MONEY GO



# COMPUTERS IN CLASSROOM

## ADOBE PHOTOSHOP

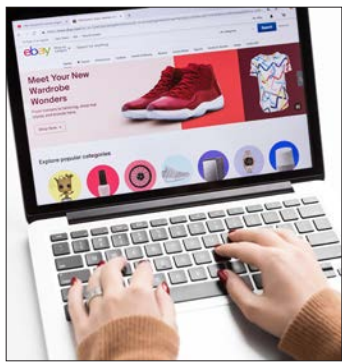
You will learn to manipulate images and digital photographs in preparation for publication layout and design, Web output, use in other software packages or immediate output. USB Thumb Drive required. Pre-Requisite: Intermediate Computer experience. Limited Enrollment.



## BASIC COMPUTER 1

### SCHOLARSHIPS AVAILABLE

Regardless of your experience, everyone should have some level of proficiency in personal computing skills to excel in their current job, maintain their competitiveness for career advancement, or just to keep up with your children or grandchildren. This course will give you the skills you need to maneuver around your computer, begin to work with Microsoft Office Software and discover how much you can learn on the internet!



## EBAY FOR BEGINNERS

Learn the basics and how to get started on eBay. From listing to getting paid, learn how to avoid scams and how to make that sell. eBay has all the tools you need!

## EXCEL BASIC

### SCHOLARSHIPS AVAILABLE

Build worksheets using formatting, printing, formulas, common functions, and charts. USB thumb drive recommended for saving created documents. Enrollment limited.

## EXCEL INTERMEDIATE

### SCHOLARSHIPS AVAILABLE

Take your Excel skills to the next level! Master charting, PivotTables, Slicers, Sparklines, and other advanced features of Microsoft Excel 2016, and discover how this powerful MS Office program can boost your productivity. In these hands-on lessons, you'll learn how to create informative, eye-catching charts and graphs, and harness the power of Excel's data analysis tools and AutoFilter commands. In addition, you'll find out how easy it is to create macros that let you manipulate data with the push of a button. You'll also discover how to use Goal Seek and Solver and apply them to real-world problems. And you'll set yourself apart from the casual Excel user by adding VLOOKUP, INDEX & MATCH, and Excel's other time-saving functions to your repertoire.





## EXCEL ADVANCED

Take your Excel skills to the next level! Master charting, PivotTables, Slicers, Sparklines, and other advanced features of Microsoft Excel 2016, and discover how this powerful MS Office program can boost your productivity. In these hands-on lessons, you'll learn how to create informative, eye-catching charts and graphs, and harness the power of Excel's data analysis tools and AutoFilter commands. In addition, you'll find out how easy it is to create macros that let you manipulate data with the push of a button. You'll also discover how to use Goal Seek and Solver and apply them to real-world problems. And you'll set yourself apart from the casual Excel user by adding VLOOKUP, INDEX & MATCH, and Excel's other time-saving functions to your repertoire. 2.400 Continuing Education Units.

## SCHOLARSHIPS AVAILABLE

## INTERNET SAVVY SENIORS

This course is geared towards the active senior will show you how to navigate the internet along with some basic social media. Learn about Craig's List, eBay, Pinterest, Facebook, YouTube, Google, Bing and much more. With a computer and some time, you can find just about anything you need to know and more. Hands-on. Limited enrollment. Bring a friend for free!



Course Number/Name	Days	Dates	Times	Campus	Tuition
1672 Adobe Photoshop	M	6/13/2022–8/15/2022	6:00 pm–9:00 pm	GS	\$325
1676 Adobe Photoshop	R	10/6/2022–12/8/2022	6:00 pm–9:00 pm	GS	\$325
1794 Basic Computer I	R	7/14/2022–8/11/2022	11:00 am–1:00 pm	GS	\$240
1783 Basic Computer I	W	8/31/2022–9/28/2022	2:00 pm–4:00 pm	GTW	\$240
3323 eBay for beginners	W	6/8/2022–6/15/2022	11:00 am–1:00 pm	GS	\$100
3324 eBay for beginners	W	7/13/2022–7/20/2022	11:00 am–1:00 pm	GS	\$100
1786 eBay for beginners	W	8/10/2022–8/17/2022	11:00 am–1:30 pm	GS	\$100
1787 eBay for beginners	W	9/21/2022–9/28/2022	4:30 pm–6:30 pm	GTW	\$100
1789 eBay for beginners	W	11/9/2022–11/16/2022	11:00 am–1:00 pm	GS	\$100
1790 eBay for beginners	W	12/7/2022–12/14/2022	11:00 am–1:00 pm	GS	\$100
1779 Excel, Basic	R	8/18/2022–9/15/2022	11:00 am–1:00 pm	GS	\$240
1784 Excel Intermediate	R	9/22/2022–10/20/2022	11:00 am–1:00 pm	GS	\$240
1769 Excel Advanced	R	10/27/2022–12/1/2022	11:00 am–1:00 pm	GS	\$240
3338 Internet Savvy Seniors	T	6/7/2022–6/21/2022	11:00 am–1:00 pm	GS	\$145
3339 Internet Savvy Seniors	T	7/12/2022–7/26/2022	11:00 am–1:00 pm	GS	\$145
1825 Internet Savvy Seniors	T	8/9/2022–8/23/2022	11:00 am–1:00 pm	GS	\$145
1826 Internet Savvy Seniors	T	9/6/2022–9/20/2022	11:00 am–1:00 pm	GS	\$145
1828 Internet Savvy Seniors	T	10/4/2022–10/18/2022	11:00 am–1:00 pm	GS	\$145
1830 Internet Savvy Seniors	T	11/1/2022–11/15/2022	11:00 am–1:00 pm	GS	\$145

# COMPUTER ONLINE TRAINING



ADOBE CERTIFIED PROFESSIONAL  
BASIC COMPTIA A+ CERTIFICATION PREP  
COMPTIA A+ CERTIFICATION  
COMPTIA NETWORK+ CERTIFICATION  
COMPTIA A+, NETWORK+, SECURITY+ CERTIFICATION.  
COMPUTER SKILLS IN THE WORKPLACE  
EXCEL, INTRODUCTION (ONLINE)  
QUICKBOOKS ONLINE INTRODUCTION  
STRUCTURED QUERY LANGUAGE, INTERMEDIATE (SQL)  
UNDERSTANDING THE CLOUD



## INFORMATION TECHNOLOGY & WEB DESIGN CLASSES – ONLINE!



ADVANCED WEB PAGES  
CREATING WEB PAGES  
DESIGNING EFFECTIVE WEBSITES  
INTERMEDIATE NETWORKING  
INTRODUCTION TO C++ PROGRAMMING  
INTRODUCTION TO DATABASE DEVELOPMENT  
INTRODUCTION TO NETWORKING  
INTRODUCTION TO PC SECURITY  
RESPONSIVE WEB DESIGN

## DRIVING



### CDL TRAINING SCHOOL

### SCHOLARSHIPS AVAILABLE

Horry-Georgetown Technical College's CDL Training School aims to provide students with the highest quality of commercial motor vehicle driver training and strives to put forth every effort to emphasize the importance of safety and professionalism. One-hundred and sixty (160) hours of exceptional professional training is provided in classroom studies, hands-on training, range skills, and on-the-road instruction. In four (4) weeks, students can be licensed and ready to begin a new career. Entry into the program is limited, so call now for more information: 843-477-2020.

#### Entrance Requirements:

- Current copy of the student's South Carolina driver's license.
- Current official 10-year driver record obtainable from the local SCDMV.
- Fluent in the English language, both spoken and written.
- Ability to pass the Department of Transportation physical and drug screen with a minimum of 20/40 vision in each eye with or without corrective lenses, and no defects or diseases that would interfere with safely operating the equipment used throughout the training.
- A beginner's permit must be obtained before the first day of class. This is done after the physical is passed by going to the DMV and taking and passing the required test.

## DEFENSIVE DRIVING FOR POINT REDUCTION

Drivers who successfully complete this program can get four (4) points taken off their driving record. This class may be taken once every three years for point reduction purposes; and it is not applicable to DUI violations.\* The full eight-hour attendance is mandatory; tardiness will not be allowed. Bring you license with you to class. The textbook is included in the tuition and will be provided in the class. \*For DUI violations, call Shoreline Behavioral Services at 843-365-8884.

## HEAVY EQUIPMENT OPERATOR

### SCHOLARSHIPS AVAILABLE

This 7-week class will prepare you for a job in Building and Construction, Site Development, Road Maintenance Construction, and Paving and Bridge projects. This class will teach you: safety of equipment, fill fluids, prepping equipment, symbol recognition, preventative maintenance, functions of equipment, equipment identification, expectations on the job, as well as over 80 hours of hands on/ in seat individual equipment training on a bulldozer, excavator and a backhoe. Small class size with a low student to instructor ratio. Local employers have positions available and are involved in this program for job placement. This is a NCCER (National Center for Construction Education and Research) approved training. All equipment and personal protective equipment provided. Mandatory 5 step DOT drug screening and steel toed boots required. Scholarships available for tuition. MUST BE 18 years old.



Course Number/Name	Days Dates	Times	Campus	Tuition
3010 CDL - Truck Driving	MTWRF 6/6/2022-6/30/2022	8:00 am-5:00 pm	CON	\$5,595
3366 CDL - Truck Driving	MTWRF 7/5/2022-7/28/2022	8:00 am-5:00 pm	CON	\$5,595
1933 CDL - Truck Driving	MTWRF 7/18/2022-8/11/2022	8:00 am-5:00 pm	GTW	\$5,595
1491 CDL - Truck Driving	MTWRF 8/15/2022-9/9/2022	8:00 am-5:00 pm	GTW	\$5,595
1492 CDL - Truck Driving	MTWRF 8/29/2022-9/22/2022	8:00 am-5:00 pm	CON	\$5,595
1493 CDL - Truck Driving	MTWRF 9/12/2022-10/20/2022	8:00 am-5:00 pm	GTW	\$5,595
1935 CDL - Truck Driving	MTWRF 9/26/2022-10/20/2022	8:00 am-5:00 pm	CON	\$5,595
1494 CDL - Truck Driving	MTWRF 10/10/2022-11/3/2022	8:00 am-5:00 pm	GTW	\$5,595
1495 CDL - Truck Driving	MTWRF 10/24/2022-11/17/2022	8:00 am-5:00 pm	CON	\$5,595
1936 CDL - Truck Driving	MTWRF 11/7/2022-12/2/2022	8:00 am-5:00 pm	GTW	\$5,595
1496 CDL - Truck Driving	MTWRF 11/21/2022-12/15/2022	8:00 am-5:00 pm	CON	\$5,595
2574 CDL - Truck Driving	MTWRF 12/5/2022-1/6/2023	8:00 am-5:00 pm	GTW	\$5,595
3308 Defensive Driving/Point Reduct	S 6/25/2022-6/25/2022	8:00 am-5:00 pm	GS	\$130
3309 Defensive Driving/Point Reduct	S 7/23/2022-7/23/2022	8:00 am-5:00 pm	GS	\$130
1940 Defensive Driving/Point Reduct	S 8/20/2022-8/20/2022	8:00 am-5:00 pm	GS	\$130
1941 Defensive Driving/Point Reduct	S 9/24/2022-9/24/2022	8:00 am-5:00 pm	GS	\$130
1942 Defensive Driving/Point Reduct	S 10/22/2022-10/22/2022	8:00 am-5:00 pm	GS	\$130
1943 Defensive Driving/Point Reduct	S 11/19/2022-11/19/2022	8:00 am-5:00 pm	GS	\$130
1944 Defensive Driving/Point Reduct	S 12/10/2022-12/10/2022	8:00 am-5:00 pm	GS	\$130
1472 Heavy Equipment Operator	MTWRF 8/15/2022-9/30/2022	8:00 am-5:00 pm	GS	\$9,000
1473 Heavy Equipment Operator	MTWRF 10/17/2022-12/6/2022	8:00 am-5:00 pm	GS	\$9,000

## Drone Training Program

HGTC is partnering with Cross Flight Sky Solutions and their master instructors to expertly help you navigate and prepare for your FAA Part 107 certification. In addition to classroom training, you will also have access to an online support site which includes hundreds of practice questions. Four different classes will be offered to accommodate your needs:

### FIVE DAY COURSE

This five day training course is uniquely designed for any company or individual who wants to learn more about the Unmanned Aircraft Systems (UAS) and prepare for commercial drone operations.

### THREE DAY COURSE – FAA PART 107 PREPARATION

This three-day training course is designed for any company or individual who wants to learn more about the UAS industry and prepare for commercial drone operations. If you've purchased the five-day training package, this three-day course is included.

### ONE DAY COURSE – BASIC HANDS ON FLYING

This one-day course is a full day of basic flying with commercial drones. Includes DJI GO4 App walk-through, basic flying maneuvers, risk assessment, pre and post flight inspection and more. If you've purchased the five-day training package, this one day course is included.

### ONE DAY COURSE – ADVANCED HANDS ON FLYING

We teach you more advanced flying skills including 2D mapping and 3D modeling. If you've purchased the five-day training package, this one day course is included.



Course Number/Name	Days Dates	Times	Campus	Tuition
3088 Drone Training 5 Day Course	MTWRF 7/11/2022–7/15/2022	8:00 am-5:00 pm	GTW	\$1,995
3089 Drone Training 3 Day Course	MTW 7/11/2022–7/13/2022	8:00 am-5:00 pm	GTW	\$1,200
3090 Drone Basic Flying 1 Day	R 7/14/2022–7/14/2022	8:00 am-5:00 pm	GTW	\$599
3091 Drone Advanced Flying 1 Day	F 7/15/2022–7/15/2022	8:00 am-5:00 pm	GTW	\$395

## New Courses – Scholarships Available

### CERTIFIED CRANE OPERATOR

### SCHOLARSHIPS AVAILABLE

This 3-week class for beginners will teach how to operate, inspect and setup a swing cab and fixed cab crane. The goal is to assist individuals with preparation for the National Commission of Certified Crane Operators (NCCCO) written and practical examinations. Certified crane operators are in high demand at this time. This course includes all objectives that are required nationally to prepare you to operate a crane on any job site. The practical exam will be conducted on the last Thursday of the class and the NCCCO Exam on the following Friday. After completing this class, you will continue on to the one-week Crane Rigger/Signal class. You will need to wear safety shoes or boots and long pants. 85 Hours, Monday-Thursday, 8am-4pm plus Friday of third week for exam. CALL FOR SCHOLARSHIP APPLICATION: 843-477-2020. MUST BE 18 years old.

### CRANE RIGGER AND SIGNAL PERSON

### SCHOLARSHIPS AVAILABLE

Experienced operators may take this 1-week class for more instruction in rigging and signaling. You will need to wear safety shoes or boots and long pants. Our training class covers everything that is required for qualifying riggers and signalpersons:

- Rigging components
- Technical knowledge
- Inspection
- Execution of Rigging Activity
- Hand signals
- Voice communication
- Situational awareness (how to take site specific considerations into account)
  - Safety Standards and regulations

Each participant will receive a certificate of completion and a photo ID card. 28 Hours, Monday-Thursday, 8am-4pm. CALL FOR SCHOLARSHIP APPLICATION: 843-477-2020. Must have safety shoes or boots and wear long pants. MUST BE 18 years old.



Course Number/Name	Days Dates	Times	Campus	Tuition
3255 Crane Operator, Certified	MTWR 7/11 - 7/28/2022	8:00 am-4:00 pm	CON	\$6,500
1544 Crane Operator, Certified	MTWR 8/8 - 8/25/2022	8:00 am-4:00 pm	CON	\$6,500
1897 Crane Operator, Certified	MTWR 9/12 - 9/29/2022	8:00 am-4:00 pm	CON	\$6,500
1899 Crane Operator, Certified	MTWR 10/10 - 10/27/2022	8:00 am-4:00 pm	CON	\$6,500
1902 Crane Operator, Certified	MTWR 11/7 - 11/29/2022	8:00 am-4:00 pm	CON	\$6,500
1545 Crane Rigger/Signal Person	MTWR 8/1 - 8/4/2022	8:00 am-4:00 pm	CON	\$2,000
1546 Crane Rigger/Signal Person	MTWR 8/29 - 9/1/2022	8:00 am-4:00 pm	CON	\$2,000
1898 Crane Rigger/Signal Person	MTWR 10/3 - 10/6/2022	8:00 am-4:00 pm	CON	\$2,000
1901 Crane Rigger/Signal Person	MTWR 10/31 - 11/3/2022	8:00 am-4:00 pm	CON	\$2,000
1903 Crane Rigger/Signal Person	MTWR 12/5 - 12/8/2022	8:00 am-4:00 pm	CON	\$2,000



# LICENSING & TRADES

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## **CDL - TRUCK DRIVING**

## **SCHOLARSHIPS AVAILABLE**

Four-week CDL Truck Driver Training Class A with no restrictions training on a manual transmission. Job placement is not guaranteed but demand for drivers is near an all-time high. HS Diploma/GED is not a requirement for licensing. Must be 18 years old. Under 21 years of age may not transport across state lines. Scholarships may apply when available under certain conditions. 5 step DOT drug test must accompany your application along with your a copy of your CDL permit, 10-year driving record, scholarship application and Complete DOT physical. DMV requirements must be submitted before registering for a class. Please go to [ancoraed.com/hgtc](http://ancoraed.com/hgtc) to register for the class and submit the required information. All students must complete 16 hours of driving time, 3 of which must be from the hours of dusk to dawn. These hours are usually scheduled to take place sometime in week 3 or 4. 160 hrs.

## **CERTIFIED POOL/SPA OPERATOR**

You will learn the basic knowledge, techniques, and skills of pool and spa operations. Tuition includes study materials, handouts, testing kit, and the Certification Exam, and the National processing and certification fees.

## **CONSTRUCTION AND CARPENTRY INTRODUCTION**

## **SCHOLARSHIPS AVAILABLE**

Students will learn the process of Residential Construction from start to finish, discuss the trades involved, explore their career possibilities, and become familiar with the various trade tools and safety training. Study of lumber types and sizes with their uses & various building components. Train to Work Scholarships are available.

## **CRANE OPERATOR, CERTIFIED**

## **SCHOLARSHIPS AVAILABLE**

This 3-week class for beginners will teach how to operate, inspect and setup a swing cab and fixed cab crane. The goal is to assist individuals with preparation for the National Commission of Certified Crane Operators (NCCCCO) written and practical examinations. Certified crane operators are in high demand currently. This course includes all objectives that are required nationally to prepare you to operate a crane on any job site. The practical exam will be conducted on the last Thursday of the class and the NCCCCO Exam on the following Friday. After completing this class, you will continue on to the 1-week Crane Rigger/Signal class. You will need to wear safety shoes or boots and long pants. 85 Hours Monday - Thursday 8 am - 4 pm plus Friday of third week for exam. CALL FOR SCHOLARSHIP APPLICATION 843-477-2020 MUST BE 18 years old.

## **CRANE RIGGER AND SIGNAL PERSON**

## **SCHOLARSHIPS AVAILABLE**

Experienced operators may take this 1 week class for more instruction in rigging and signaling. You will need to wear safety shoes or boots and long pants. Our training class covers everything that is required for qualifying riggers and signalpersons • Rigging components • Technical knowledge • Inspection • Execution of Rigging Activity • Hand signals • Voice communication • Situational awareness (how to take site specific considerations into account) • Safety Standards and regulations Each participant will receive a certificate of completion and a photo ID card. 28 Hours Monday-Thursday, 8am-4pm. Call for Scholarship application: 843-477-2020. Must have safety shoes or boots and wear long pants. MUST BE 18 years old.

## **DEFENSIVE DRIVING FOR POINT REDUCTION**

Drivers who successfully complete this program can get four (4) points taken off their driving record. This class may be taken once every three years for point reduction purposes; and it is not applicable to DUI violations.\* The full eight-hour attendance is mandatory; tardiness will not be allowed. Bring your license with you to class. The textbook is included in the tuition and will be provided in the class. \*For DUI violations, call Shoreline Behavioral Services at 843-365-8884.

## **DIGITAL COURT REPORTER**

## **SCHOLARSHIPS AVAILABLE**

This 8-week class is for Digital Court Reporting and does not include Legal Transcription. This course is designed to give participants a thorough understanding of what it means to be a digital court reporter. Individuals taking this course will learn about the court system, laws, ethics, professionalism, legal procedure, and digital reporting software and equipment. This course meets the standards set forth by the AAERT 2019 Best Practices Guide. Students will also receive an overview of the leading-edge technology, software and equipment used in digital reporting. Some assignments in the course require the use of digital court reporting software to complete. Through an industry partnership, we have made available a 45-day trial of Digital Reporter Console Basic Edition. To use this software, you will need a computer that runs Windows 10. (The trial software will not work with other operating systems used on computers/devices like Mac, Android, Chrome Notebooks, or iOS.) For optimum performance of the software, these are the recommended computer specs: Current Generation Quad Core Intel or AMD Processor / 8GB RAM / 15" Diagonal Screen Size / Screen Resolution of 1366 x 768 or higher. This course does NOT include Legal Transcription. At the completion of this course, you are able to take the Certified Electronic Reporter (CER) exam from the American Association of Electronic Reporters and Transcribers.

## **DIGITAL COURT REPORT WITH LEGAL TRANSCRIPTION**

## **SCHOLARSHIPS AVAILABLE**

This 24-week class is for Digital Court Reporting and does include Legal Transcription. This course is designed to give participants a thorough understanding of what it means to be a digital court reporter and legal transcriber. Individuals taking this course will learn about the court system, laws, ethics, professionalism, legal procedure and confidentiality. During the digital court reporting portion of the course students will learn about room setup, audio, digital reporting software and equipment. During the legal transcription portion of the course students will gain the knowledge to transcribe, edit, and proofread legal transcripts for correct grammar, punctuation, and word usage. This course meets the standards set forth by the AAERT 2019 Best Practices Guide. Assignments in the course require a diverse range of software including digital court reporting software, Microsoft Word (2016, 2019, and Office 365 installed on the computer), and Express Scribe to complete. Through an industry partnership, we have made available a 45-day trial of Digital Reporter Console Basic Edition. To use this software, you will need a computer that runs Windows 10. (The trial software will not work with other operating systems used on computers/devices like Mac, Android, Chrome Notebooks, or iOS.) For optimum performance of the software, these are the recommended computer specs: Current Generation Quad Core Intel or AMD Processor / 8GB RAM / 15" Diagonal Screen Size / Screen Resolution of 1366 x 768 or higher. A USB Infinity Foot Pedal and Headphone are also required for the Transcription portion of the course. At the completion of this course, you can take the Certified Electronic Reporter (CER) and the Certified Electronic Transcriber (CET) exam from the American Association of Electronic Reporters and Transcribers.



## HEAVY EQUIPMENT OPERATOR

This 7-week class will prepare you for a job in Building and Construction, Site Development, Road Maintenance Construction, and Paving and Bridge projects. This class will teach you: safety of equipment, fill fluids, prepping equipment, symbol recognition, preventative maintenance, functions of equipment, equipment identification, expectations on the job, as well as over 80 hours of hands on/ in seat individual equipment training on a bulldozer, excavator and a backhoe. Small class size with a low student to instructor ratio. Local employers have positions available and are involved in this program for job placement. This is a NCCER (National Center for Construction Education and Research) approved training. All equipment and personal protective equipment provided. Mandatory 5 step DOT drug screening and steel toed boots required. Scholarships available for tuition. MUST BE 18 yrs old.

## SCHOLARSHIPS AVAILABLE

## MASONRY

This class is held at the Adult Education Center in Conway on Sherwood Drive. This course introduces concepts of concrete, stone, block and brick construction. Students learn masonry theory and practice hands-on techniques for working with masonry tools such as levels, trowels, and jointers. Beginner brick masons learn to select, mix and spread mortar. Instruction emphasizes tool and construction site safety. Upon successful complete of this course, students should be able to begin working as an assistant to a seasoned mason. Scholarships Available. 4.000 Continuing Education Units

## SCHOLARSHIPS AVAILABLE

## OSHA 10

This 10-hour OSHA Outreach course provides basic awareness training on the recognition, avoidance, abatement, and prevention of workplace hazards in Construction. Topics to include are Introduction to OSHA, OSHA focus Four Hazards, (fall protection, Electrical, Struck By, and Caught In Between), PPE and lifesaving equipment, Health Hazards in Construction, Material Handling, Stairways and Ladders, Tools-Hand, and Power, JSA Job Safety Hazard Assessment, Hearing, Fire, and Heat Stress. OSHA 10-hour Construction covers 29 CFR 1926 regulations.

## OSHA 30

This 30-hour OSHA Outreach course provides training on an expended list of safety topics associated with workplace hazards, including the recognition, avoidance, abatement, and prevention of workplace hazards in the Construction. Topics to include are Introduction to OSHA, OSHA focus Four Hazards, (fall protection, Electrical, Struck By, and Caught In Between), PPE and lifesaving equipment, Health Hazards in Construction, Material Handling, Stairways and Ladders, Tools-Hand, and Power, JSA Job Safety Hazard Assessment, Hearing, Fire, and Heat Stress. Plus, Scaffolds, Cranes, Derricks, Hoist,



Elevators, and Conveyors, Excavations, Safety and Health Programs, Confined Space Entry, Ergonomics and Powered Industrial Vehicles. OSHA 30-hour Construction covers 29 CFR 1926 regulations.

### **RESIDENTIAL AND COMMERCIAL ELECTRICAL ASSISTANT**

**SCHOLARSHIPS AVAILABLE**

The Residential/Commercial Electrical Assistant program is intended to train and prepare students as entry level electrician assistants. Students will learn to install and maintain electrical equipment, read blueprints, and troubleshoot/repair electrical systems in residential and commercial settings. This class will include instruction on National Electrical Code, AC/DC Circuits I, and Electrical Print Reading.

### **SERVICE PLUMBING TECHNOLOGY**

**SCHOLARSHIPS AVAILABLE**

Plumbing is a fulfilling career that allows you to combine knowledge and innovation with the ability to create and build with your hands. It also offers tremendous benefits and career potential. While many career paths require years of schooling and tuition payments, the field of plumbing allows you to train while working! The need for skilled plumbers and skilled trade work will always be in demand and cannot be outsourced or replaced by machine! The Service Plumbing Technology Program is a one semester training program that teaches you the skills to begin your career as a plumber. Course includes basic plumbing, basic plumbing repairs, plumbing safety & tools and plumbing connections & tests. Check our website for class dates.

### **WELDING**

**SCHOLARSHIPS AVAILABLE**

Our welding classes have been moved to the new Advanced Manufacturing Building: 250 Allied Drive, Conway, SC.

### **SHIELD METAL ARC WELDING I**

**SCHOLARSHIPS AVAILABLE**

This course covers the basic principles and practices of oxyacetylene welding, cutting and electric arc welding. Emphasis is placed on practice in fundamental position welding and safety procedures. AWS Certified Instructors. Limited enrollment. Please bring safety goggles & wear heavy closed toe shoes.

### **SHIELD METAL ARC WELDING II**

**SCHOLARSHIPS AVAILABLE**

A continuation of Level I. AWS Certified Instructors. Please bring safety goggles & wear heavy closed toe shoes.

### **INERT GAS WELDING ADVANCED WELDING III**

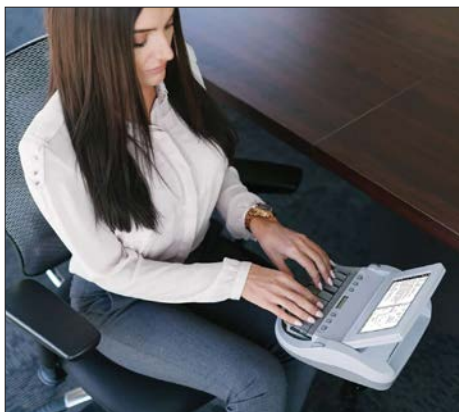
**SCHOLARSHIPS AVAILABLE**

Pre-Requisite: Successful completion of Welding I & II. This course covers the safety, equipment, and skills used in the Gas Tungsten Arc Welding process. Bead pad welds and fillet welds are made to visual inspection criteria in the flat, horizontal, vertical, and overhead positions.



Course Number/Name	Days Dates	Times	Campus	Tuition
3366 CDL - Truck Driving	MTWRF 7/5/2022-7/28/2022	8:00 am-5:00 pm	CON	\$5,595
1933 CDL - Truck Driving	MTWRF 7/18/2022-8/11/2022	8:00 am-5:00 pm	GTW	\$5,595
1491 CDL - Truck Driving	MTWRF 8/15/2022-9/9/2022	8:00 am-5:00 pm	GTW	\$5,595
1492 CDL - Truck Driving	MTWRF 8/29/2022-9/22/2022	8:00 am-5:00 pm	CON	\$5,595
1493 CDL - Truck Driving	MTWRF 9/12/2022-10/20/2022	8:00 am-5:00 pm	GTW	\$5,595
1935 CDL - Truck Driving	MTWRF 9/26/2022-10/20/2022	8:00 am-5:00 pm	CON	\$5,595
1494 CDL - Truck Driving	MTWRF 10/10/2022-11/3/2022	8:00 am-5:00 pm	GTW	\$5,595
1495 CDL - Truck Driving	MTWRF 10/24/2022-11/17/2022	8:00 am-5:00 pm	CON	\$5,595
1936 CDL - Truck Driving	MTWRF 11/7/2022-12/2/2022	8:00 am-5:00 pm	GTW	\$5,595
1496 CDL - Truck Driving	MTWRF 11/21/2022-12/15/2022	8:00 am-5:00 pm	CON	\$5,595
2574 CDL - Truck Driving	MTWRF 12/5/2022-1/6/2023	8:00 am-5:00 pm	GTW	\$5,595
3361 Certified Pool & Spa Operator	MT 6/20/2022-6/21/2022	8:00 am-5:00 pm	GS	\$400
3362 Certified Pool & Spa Operator	MT 7/18/2022-7/19/2022	8:00 am-5:00 pm	GS	\$400
1927 Certified Pool & Spa Operator	MT 8/15/2022-8/16/2022	8:00 am-5:00 pm	GS	\$400
1928 Certified Pool & Spa Operator	MT 9/19/2022-9/20/2022	8:00 am-5:00 pm	GS	\$400
1929 Certified Pool & Spa Operator	MT 10/17/2022-10/18/2022	8:00 am-5:00 pm	GS	\$400
1930 Certified Pool & Spa Operator	MT 11/14/2022-11/15/2022	8:00 am-5:00 pm	GS	\$400
1931 Certified Pool & Spa Operator	MT 12/12/2022-12/13/2022	8:00 am-5:00 pm	GS	\$400
3313 Construction/Carpentry Intro	MTWR 7/11/2022-7/28/2022	9:00 am-4:00 pm	CON	\$2,100
1735 Construction/Carpentry Intro	MTWR 8/8/2022-8/25/2022	9:00 am-4:00 pm	CON	\$2,100
1736 Construction/Carpentry Intro	MTWR 9/12/2022-9/29/2022	9:00 am-4:00 pm	CON	\$2,100
1737 Construction/Carpentry Intro	MTWR 10/10/2022-10/27/2022	9:00 am-4:00 pm	CON	\$2,100
3255 Crane Operator, Certified	MTWR 7/11/2022-7/28/2022	8:00 am-4:00 pm	CON	\$6,500
1544 Crane Operator, Certified	MTWR 8/8/2022-8/25/2022	8:00 am-4:00 pm	CON	\$6,500
1897 Crane Operator, Certified	MTWR 9/12/2022-9/29/2022	8:00 am-4:00 pm	CON	\$6,500
1899 Crane Operator, Certified	MTWR 10/10/2022-10/27/2022	8:00 am-4:00 pm	CON	\$6,500
1902 Crane Operator, Certified	MTWR 11/7/2022-11/29/2022	8:00 am-4:00 pm	CON	\$6,500
1545 Crane Rigger/Signal Person	MTWR 8/1/2022-8/4/2022	8:00 am-4:00 pm	CON	\$2,000
1546 Crane Rigger/Signal Person	MTWR 8/29/2022-9/1/2022	8:00 am-4:00 pm	CON	\$2,000
1898 Crane Rigger/Signal Person	MTWR 10/3/2022-10/6/2022	8:00 am-4:00 pm	CON	\$2,000
1901 Crane Rigger/Signal Person	MTWR 10/31/2022-11/3/2022	8:00 am-4:00 pm	CON	\$2,000
1903 Crane Rigger/Signal Person	MTWR 12/5/2022-12/8/2022	8:00 am-4:00 pm	CON	\$2,000





Course Number/Name	Days	Dates	Times	Campus	Tuition
3308 Defensive Driving/Point Reduction	S	6/25/2022–6/25/2022	8:00 am–5:00 pm	GS	\$130
3309 Defensive Driving/Point Reduction	S	7/23/2022–7/23/2022	8:00 am–5:00 pm	GS	\$130
1940 Defensive Driving/Point Reduction	S	8/20/2022–8/20/2022	8:00 am–5:00 pm	GS	\$130
1941 Defensive Driving/Point Reduction	S	9/24/2022–9/24/2022	8:00 am–5:00 pm	GS	\$130
1942 Defensive Driving/Point Reduction	S	10/22/2022–10/22/2022	8:00 am–5:00 pm	GS	\$130
1943 Defensive Driving/Point Reduction	S	11/19/2022–11/19/2022	8:00 am–5:00 pm	GS	\$130
1944 Defensive Driving/Point Reduction	S	12/10/2022–12/10/2022	8:00 am–5:00 pm	GS	\$130
1578 Digital Court Reporter		6/15/2022–8/5/2022	Self-Paced	INT	\$1,350
1579 Digital Court Reporter		7/13/2022–9/2/2022	Self-Paced	INT	\$1,350
1580 Digital Court Reporter		8/18/2022–10/7/2022	Self-Paced	INT	\$1,350
1581 Digital Court Reporter		9/14/2022–11/4/2022	Self-Paced	INT	\$1,350
1582 Digital Court Reporter		10/12/2022–12/2/2022	Self-Paced	INT	\$1,350
2517 Digital Court Reporter		11/18/2022–1/6/2023	Self-Paced	INT	\$1,350
2518 Digital Court Reporter		12/14/2022–2/3/2023	Self-Paced	INT	\$1,350
3282 Digital Court Report + Legal T		6/6/2022–7/31/2022	Self-Paced	INT	\$3,000
1681 Digital Court Report + Legal T		8/1/2022–12/31/2022	Self-Paced	INT	\$3,000
1682 Digital Court Report + Legal T		10/3/2022–12/31/2022	Self-Paced	INT	\$3,000
2402 Digital Court Report + Legal T		12/5/2022–4/30/2023	Self-Paced	INT	\$3,000
1472 Heavy Equipment Operator	MTWRF	8/15/2022–9/30/2022	8:00 am–5:00 pm	GS	\$9,000
1473 Heavy Equipment Operator	MTWRF	10/17/2022–12/6/2022	8:00 am–5:00 pm	GS	\$9,000
1732 Masonry	S	8/27/2022–10/1/2022	8:00 am–4:00 pm	OFF	\$4,500
1734 Masonry	S	10/15/2022–11/12/2022	8:00 am–4:00 pm	OFF	\$4,500
OSHA 10					
OSHA 30					
1954 Residential/Commercial Electrical	MTW	9/12/2022–11/16/2022	1:00 pm–4:00 pm	CON	\$2,300
1482 Service Plumbing Technology	TR	7/19/2022–11/3/2022	5:30 pm–8:30 pm	CON	\$2,599
3325 Service Plumbing Technology	TR	1/3/2023–5/11/2023	5:30 pm–8:30 pm	CON	\$2,599
1948 Welding I, Shield Metal Arc 1	MW	9/12/2022–11/16/2022	6:00 pm–9:00 pm	CON	\$1,500
1951 Welding I, Shield Metal Arc 1	TR	9/13/2022–9/17/2022	6:00 pm–9:00 pm	CON	\$1,500
1949 Welding II, Shield Metal Arc 2	MW	9/12/2022–11/16/2022	6:00 pm–9:00 pm	CON	\$1,800
1952 Welding II, Shield Metal Arc 2	TR	9/13/2022–11/17/2022	6:00 pm–9:00 pm	CON	\$1,800
1950 Welding III, Inert Gas Welding	MW	9/12/2022–11/16/2022	6:00 pm–9:00 pm	CON	\$2,200
1953 Welding III, Inert Gas Welding	TR	9/13/2022–11/17/2022	6:00 pm–9:00 pm	CON	\$2,200

# PHOTOGRAPHY

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## ADOBE PHOTOSHOP

You will learn to manipulate images and digital photographs in preparation for publication layout and design, Web output, use in other software packages or immediate output. USB Thumb Drive recommended. Pre-Requisite: Basic Computer experience. Limited Enrollment.

## MASTER YOUR DIGITAL SLR CAMERA

Get control of your digital SLR camera! In this course, you'll break through the technology barrier and learn how to use your DSLR to take beautiful photos. You'll start out by learning about the many features and controls of your DSLR and look at the lenses you need for the kind of photography you enjoy. Next, we'll explore exposure controls. You'll learn about metering, exposure compensation, managing aperture, shutter speed, and ISO. You'll find out how to use these features to get the right exposure for every shot. Then we'll turn our attention to flash photography, managing camera controls, photo files, and even working in manual mode. With these skills, you'll be able to take your photography to the next level. Finally, the course explores high dynamic range photos and how to master those difficult and tricky exposure situations. By the end of this course, you'll truly be a DSLR master, and most of all, you'll be able to use your camera to take the photos you've always dreamed of.

## PHOTOGRAPHY FUNDAMENTALS

**SCHOLARSHIPS AVAILABLE**

Learn about the equipment and techniques for making digital photographs, cameras, meters, composition, lighting factors and techniques. No prior photography experience is assumed; however, this course moves rapidly. A digital SLR camera is required.

## PHOTOGRAPHY ADVANCED

**SCHOLARSHIPS AVAILABLE**

Advance your photography skills with this class. Learn the common mistakes most photographers make and how to correct them; HDR photography; advanced lighting techniques; shooting in camera raw.

## ADOBE PHOTOSHOP ELEMENTS/DIGITAL PHOTOGRAPHS

Bring out the best in your photos! In this course, you'll learn how to use Adobe Photoshop Elements to do everything from quick fixes to detailed enhancements that will greatly improve the look of your digital images. If you're upgrading from an earlier version, you'll build a strong foundation in using Adobe's award-winning editing program. Even if you have no image-editing experience, this class will take you from novice to accomplished user.

## REAL ESTATE PHOTOGRAPHY

**SCHOLARSHIPS AVAILABLE**

Photography has never been more important to selling real estate than it is today! The markets are heating up again and demand for real estate creates demand for photography. During this class you will discover how to take great property exterior photos; the best times of day to photograph interior and exterior shots; how to make each interior room (staged or not) look brighter and more inviting; how to light your properties and more. Prerequisite: Photography fundamentals or equivalent experience. Digital SLR camera required.



Course Number/Name	Days	Dates	Times	Campus	Tuition
1672 Adobe Photoshop	M	6/13 - 8/15/2022	6:00 pm-9:00 pm	GS	\$325
1676 Adobe Photoshop	R	10/6 - 12/8/2022	6:00 pm-9:00 pm	GS	\$325
1866 Master Your Digital SLR Camera		6/15 - 8/5/2022	Self-Paced	INT	\$115
1868 Master Your Digital SLR Camera		7/13 - 9/2/2022	Self-Paced	INT	\$115
1870 Master Your Digital SLR Camera		8/18 - 10/7/2022	Self-Paced	INT	\$115
1872 Master Your Digital SLR Camera		9/14 - 11/4/2022	Self-Paced	INT	\$115
1873 Master Your Digital SLR Camera		10/12 - 12/2/2022	Self-Paced	INT	\$115
2440 Master Your Digital SLR Camera		11/16/2022 - 1/6/2023	Self-Paced	INT	\$115
2441 Master Your Digital SLR Camera		12/14/2022 - 2/3/2023	Self-Paced	INT	\$115
1932 Photography Fundamentals	W	7/6 - 9/7/2022	6:00 pm-9:00 pm	GS	\$240
1674 Photography Fundamentals	W	9/14 - 11/16/2022	6:00 pm-9:00 pm	GS	\$240
1671 Photography, Advanced	T	7/19 - 8/9/2022	6:00 pm-9:00 pm	GS	\$150
1675 Photography, Advanced	T	9/13 - 10/4/2022	6:00 pm-9:00 pm	GS	\$150
1879 Photoshop Elements/Digital Photographs		6/15 - 8/5/2022	Self-Paced	INT	\$110
1880 Photoshop Elements/Digital Photographs		7/13 - 9/2/2022	Self-Paced	INT	\$110
1884 Photoshop Elements/Digital Photographs		8/18 - 10/7/2022	Self-Paced	INT	\$110
1885 Photoshop Elements/Digital Photographs		9/14 - 11/4/2022	Self-Paced	INT	\$110
1886 Photoshop Elements/Digital Photographs		10/12 - 12/2/2022	Self-Paced	INT	\$110
2473 Photoshop Elements/Digital Photographs		11/16/2022 - 1/6/2023	Self-Paced	INT	\$110
2474 Photoshop Elements/Digital Photographs		12/14/2022 - 2/3/2023	Self-Paced	INT	\$110
1673 Real Estate Photography	M	9/12 - 10/3/2022	6:00 pm-9:00 pm	GS	\$175

## Demonstration Cooking

### ADULT BAKING BRUNCH

Learn how to make puff pastry, quiche, sweet rolls, muffins, biscuits, and scones in a two-day class.

### ADULT COOKIE BAKING AND DECORATING

Cookie baking and royal icing basics, flooding and decorating techniques, piping and design. Must have socks and closed toes shoes.



### CAKE DECORATING SERIES

In this 12-week class you will learn how to make your cakes the centerpiece and the talk of your party. You will be taught by our professional cake design instructor in our high-end commercial kitchens at the International Culinary Institute of Myrtle Beach. In this program you will learn professional techniques of making frostings, proper crumb coating and frosting of cakes, piping borders, swags, piped flowers, basket weaving, fondant work, royal icing skills and how to make gum paste flowers. During this course you will complete a beautiful stacked 2 tier cake, and a carved 3D cake, and lots more. To help master your skills there will be some homework involved. Successful completion of this class counts as course credit in the curriculum BKP 121 degree program.

### SCHOLARSHIPS AVAILABLE



## CHINESE 101

Never cooked Chinese? Now's the perfect time to start! Get to know your way around a wok and practice Chinese techniques, from shaping dumplings to stir-frying lo mein. You will cook Ginger Beef and Scallion Lo Mein, Pork and Chive Dumplings with Sesame-Soy Dipping Sauce, Chinese Broccoli with Garlic sauce. Must wear closed toed shoes and socks.

## COOKING LOCALLY AND SEASONALLY

Work with our Chefs to learn techniques to use with local, seasonal ingredients: whether you are a beginner or experienced cook. Time has come to wake up from the cold and windy months of winter and rejoice in the fresh bounties of spring. We will focus on recipes highlighting the fresh, flavors found in the assortment of fruits and vegetables of spring as well as local meat and seafood in easy to prepare menu items.



## PIZZA PIZZA AND MORE

The key to preparing savory pizza pies starts with the pizza dough. Our Chef will demonstrate the steps for mixing, rising and shaping the pizza dough, preparing the sauces and topping, and you will assemble and cook your own pies.



## STRICTLY DUMPLINGS

Discover that all great foods come wrapped in a pastry. Join us while we breakdown each dumpling, from the seasonings in the filling to the wrappers for each type of dumplings. We will steam, pan-fry and deep fry the dumplings and serve them with a dipping sauce. Learn, Crab Rangoon with Sweet & Sour Sauce, Wonton Noodle Soup, Shao Mai Dumpling, Gyoza, Twigim Mandu – Fried Meat Dumplings, Egg rolls, Fresh dough. Closed toed shoes and socks are required.

## THE ART OF PLATED DESSERTS

Work with our Chef to produce your favorite desserts from the Fowler Dining. Learn how to make the desserts accompaniments and techniques for simple yet stylish plating. Desserts will include Creamy Baked Chocolate S'mores Tart with Toasted Marshmallow, SC Peach Cobbler with Cardamom Ice Cream, Blueberry-Pecan Brown Butter Cake with Blueberry Compote. Closed toed shoes and socks are required for this class.

Course Number/Name	Days	Dates	Times	Campus	Tuition
3161 Adult Baking Brunch	F	7/22/2022	6:00 pm-9:00 pm	GS	\$235
	S	7/23/2022	9:00 am-12:00 pm	GS	
3163 Adult Cookie Baking/Decorating	MT	7/11/2022–7/12/2022	6:00 pm-9:00 pm	GS	\$235
1678 Cake Decorating Series	MW	8/8/2022–10/31/2022	6:00 pm-9:00 pm	GS	\$3,200
3279 Chinese 101	F	7/15/2022	5:00 pm-8:00 pm	GS	\$90
3280 Chinese Takeout	F	7/22/2022	5:00 pm-8:00 pm	GS	\$90
3103 Cooking Locally and Seasonally	S	6/25/2022	3:00 pm-7:00 pm	GS	\$215
3277 Pizza Pizza and More	S	7/9/2022	11:00 am-2:00 pm	GS	\$115
1680 Strictly Dumplings	T	8/2/2022	1:00 pm-5:00 pm	GS	\$95
3278 The Art of Plated Desserts	FS	7/22/2022–7/23/2022	5:00 pm-8:00 pm	GS	\$175



# PERSONAL INTEREST

## AMERICAN SIGN LANGUAGE 1 ONLINE COURSE

American Sign Language will teach you how to sign basic phrases and complete sentences and how to put it all together, allowing you to introduce yourself and start a conversation. Along the way, you will learn signs for colors, numbers, locations, family, and the activities you like to do. Discover Sign Language II will teach you how to build phrases and sentences with vocabulary learned in Discover Sign Language 1, as well as learning new vocabulary. You will practice phrases and sentences by recording your own signing and uploading it for the instructor and classmates to review. You will also continue to explore Deaf culture by learning about the history of Deaf culture in the United States and technological implications on the modern-day Deaf community.



## AMERICAN SIGN LANGUAGE 2 ONLINE COURSE

Learn to build phrases and sentences with the vocabulary you used in Discover Sign Language 1, as well as some new vocabulary. You will practice phrases and sentences by recording your own signing and uploading them for review. Not only that, but you will also continue to explore the world of Deaf culture by learning more about the history of Deaf culture in the United States, famous Deaf individuals, and the impact of recent laws and technology on the modern-day Deaf community.



## AMERICAN SIGN LANGUAGE LEVEL 1

In Person ASL class. This course is an introduction to American Sign Language, the language used by Deaf people in the U.S. and most of Canada. Students will develop practical skills and knowledge for successful interactions within the Deaf community. You will also learn some information on the history and culture including conceptual vocabulary of conversational (expressive & receptive) sign language skills. Discover this relaxed method of learning beginning ASL vocabulary and grammar (including use of space, non-manual signals, and classifiers). Textbook required.

## BEGINNER WRITER WORKSHOP ONLINE COURSE

If you've always wanted to write but have no idea where to start, this course will demystify the process for you. You'll get a taste of the writing life, improve your writing skills, and develop new ways to stretch your creative muscles. This exciting, hands-on course for the creative writing novice is filled with challenging exercises, expert advice, and plenty of direct support and encouragement. As you work your way through the lessons, you'll develop your own short, creative fiction or nonfiction piece. Our emphasis in this course is on developing your skills through practice, so you'll spend more time writing than reading. You'll master important concepts by completing enjoyable writing exercises and assignments, and you'll discover a variety of strategies and techniques the pros use to develop characters, create a compelling point of view, build interest through dialogue, and add meaning to your stories.

## DISCOVER GENEALOGY ONLINE COURSE

Tracing your family's history is a fascinating journey. Genealogy Basics will help you understand the genealogy research process and how to interpret the information you find. This course guides you through the search process for family names using several subscription-based websites, which you can access while enrolled in this class. You will learn through hands-on examples that help you dig deeper into your family's past. You will develop a strategy to accomplish your objectives, evaluate the results, and share that information with others. You will discover where to look, who to contact, and how to make your family history come alive!

## EFFECTIVE EDITING ONLINE COURSE

Ask any published writer and you will hear that a good editor is not just helpful, but essential. If you aspire to be an editor, this copy editing course will teach you the fundamentals of top-notch editing for both fiction and nonfiction. If you're already working as an editor, you will not only brush up on your skills, but will also learn about recent advances in your chosen profession. If you're a writer, you will learn essential self-editing



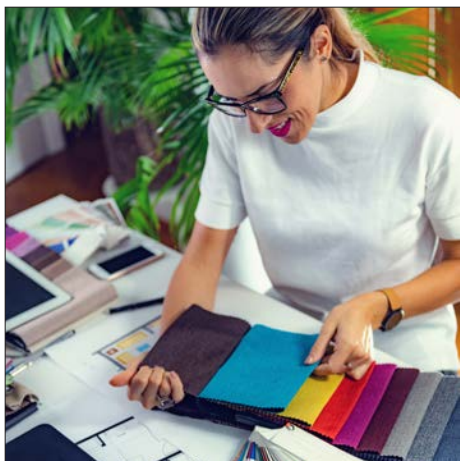
tools to give your manuscripts the professional look that publishers like to see. From the language of editing to grammar, punctuation, and syntax to the all-important relationships between editor, author, and publisher, every facet of editing will be explored in this copy editor course. Online editing is gaining popularity; its complexities will be unraveled, and its advantages and pitfalls explored. Can you make a living as an editor? Tips and resources for finding work will be addressed at length. When you finish with this course, you will feel confident enough to tackle even the most complex of manuscripts.

## GRAMMAR REFRESHER ONLINE COURSE

The key to effective writing and speaking is English grammar. Whether you are just now learning the basics of grammar or if you need a refresher, this course will help you develop the foundational skills you need. In this course, you'll explore the eight parts of speech, punctuation and mechanics, foundational sentence construction, and we'll even get into the details of phrases, clauses, problem words, common grammar mistakes, and much more! An instructor will guide you every step of the way as you learn grammar through hands-on, practical exercises. You'll also learn through short videos, examples, and even fun games. Take your writing and speaking to the next level of excellence!

## GRAMMAR REFRESHER 2 ONLINE COURSE

This course reviews the foundational elements of grammar, including the parts of speech, and master the basics of punctuation and mechanics. You will explore sentence structure, nouns and pronouns, and you will work with the different kinds of verb tenses. You will also explore adjective and adverb use and be introduced to some best practices for using these parts of speech effectively in your writing. Then, learn phrases and clauses, as well as parallelism, coordination, and subordination. You will see how different phrases and clauses fit together in sentences so that your writing is clear, concise, and meaningful. Finally, put your skills to work as you explore some different kinds of business writing, paragraph writing, and even formal essay writing. By the time you're done with the course, you will not only have the advanced grammar skills you need, you will also understand how to use those skills in practical ways.



## **INTRODUCTION TO INTERIOR DESIGN ONLINE COURSE**

If so, this course will show you how to transform plain living spaces into beautiful and functional rooms. Interior design takes training as well as talent, and these lessons will give you the know-how you need to design a room from floor to ceiling. You'll delve into color theory, industry trends, spatial arrangements, floor plans, traditional and modern interior design ideas, and other basics. In addition, you'll explore a range of careers in interior design and get insider tips for entering this exciting field. Because interior design is constantly evolving, you'll also learn about some of the latest trends affecting the industry. You'll investigate "green" sustainable design, and you'll find out how to modify your designs for people with special needs. As you master design skills step-by-step, you'll complete your first project: a fully developed room design complete with spatial layout, lighting, and finish selections. Your new knowledge and hands-on practice will give you the confidence you need to start creating beautiful residential interiors for yourself and others.

## **RESIDENTIAL INTERIOR DESIGNER ONLINE COURSE**

## **SCHOLARSHIPS AVAILABLE**

This course will show you how to transform plain living spaces into beautiful and functional rooms. Interior design takes training as well as talent, and these lessons will give you the know-how you need to design a room from floor to ceiling. You'll delve into color theory, industry trends, spatial arrangements, floor plans, traditional and modern interior design ideas, and other basics. In addition, you'll explore a range of careers in interior design and get insider tips for entering this exciting field. Because interior design is constantly evolving, you'll also learn about some of the latest trends affecting the industry. You'll investigate \*green\* sustainable design, and you'll find out how to modify your designs for people with special needs. As you master design skills step-by-step, you'll complete your first project: a fully developed room design completes with spatial layout, lighting, and finish selections. Your new knowledge and hands-on practice will give you the confidence you need to start creating beautiful residential interiors for yourself and others.

## **LISTEN TO YOUR HEART AND SUCCESS WILL FOLLOW ONLINE COURSE**

This course will help you enjoy the rewards that come from doing what really makes you happy! It will help you begin designing a life that really works for you. With a complete understanding of your own interests, values, needs and abilities, you'll learn how you can use work to express yourself and share your interests and talents. Your every day will be filled with joy and inspiration, and a greater depth of meaning will be added to everything



you do. This course is skillfully crafted to weave experiential learning with the conceptual presentation, giving you time to experience, understand, and implement each new strategy as it is introduced.

### **LAW SCHOOL FOR NON-LAWYERS**

Do you know what your rights and responsibilities are under the law? While you may not be an attorney, it is important to know the law and how it affects you. The SC Bar Pro Bono Program is sponsoring “Law School For Non-Lawyers,” a seven-week program designed to give the public an overview of the SC legal system and insight into common legal problems people face. This course will cover 14 chapters of information including Alternative Dispute Resolution; Juvenile Justice; Overview of Child Protection Hearings; Family Law, Landlord/Tenant Law; Wills, Estate & Probate; Health Care & Elder Law; SC Workers Compensation; Employment Law; Bankruptcy Law; Consumer Law & Debt Collection; Criminal Law; Torts. (includes textbook).

### **MASTERING PUBLIC SPEAKING ONLINE COURSE**

You can become an effective public speaker! In this fun and hands-on course, you’ll find out how to talk confidently and persuasively to both large audiences and small groups. You’ll learn how to plan and deliver your presentations skillfully and how to manage one of the most common public speaking barriers—fear.

### **SPEED SPANISH 1 ONLINE COURSE**

Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You’ll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you’ll be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno!

### **SPEED SPANISH 2 ONLINE COURSE**

Have you ever seen a non-native speaking Spanish fluently? Were you impressed? Would you like to become more conversational and more comfortable in Spanish-speaking situations? Now you can. This Speed Spanish course is unlike any other Spanish class you’ve ever taken. You will see words, hear them pronounced properly, and be granted plenty of opportunities to practice your pronunciation. Then, you will learn several clever recipes that you can use to glue the words together into sentences. Enroll in Speed Spanish II and you will see an immediate improvement in your Spanish fluency from the very first lesson.

Course Number/Name	Days	Dates	Times	Campus	Tuition
1638 American Sign Language 1		6/15/2022–8/5/2022	Self-Paced	INT	\$115
1639 American Sign Language 1		7/13/2022–9/2/2022	Self-Paced	INT	\$115
1640 American Sign Language 1		8/18/2022–10/7/2022	Self-Paced	INT	\$115
1641 American Sign Language 1		9/14/2022–11/4/2022	Self-Paced	INT	\$115
1642 American Sign Language 1		10/12/2022–12/2/2022	Self-Paced	INT	\$115
2458 American Sign Language 1		11/16/2022–1/6/2023	Self-Paced	INT	\$115
2459 American Sign Language 1		12/14/2022–2/3/2023	Self-Paced	INT	\$115
1643 American Sign Language 2		6/15/2022–8/5/2022	Self-Paced	INT	\$115
1644 American Sign Language 2		7/13/2022–9/2/2022	Self-Paced	INT	\$115
1645 American Sign Language 2		8/18/2022–10/7/2022	Self-Paced	INT	\$115
1647 American Sign Language 2		9/14/2022–11/4/2022	Self-Paced	INT	\$115
1648 American Sign Language 2		10/12/2022–12/2/2022	Self-Paced	INT	\$115
3353 American Sign Language Level 1	MW	6/6/2022–6/30/2022	10:00 am-12:00 pm	GS	\$155
3354 American Sign Language Level 1	MW	6/6/2022–6/30/2022	1:00 pm-3:00 pm	GS	\$155
1646 Beginner Writer Workshop		6/15/2022–8/5/2022	Self-Paced	INT	\$115
1649 Beginner Writer Workshop		7/13/2022–9/2/2022	Self-Paced	INT	\$115
1650 Beginner Writer Workshop		8/18/2022–10/7/2022	Self-Paced	INT	\$115
1651 Beginner Writer Workshop		9/14/2022–11/4/2022	Self-Paced	INT	\$115
1653 Beginner Writer Workshop		10/12/2022–12/2/2022	Self-Paced	INT	\$115
2460 Beginner Writer Workshop		11/16/2022–1/6/2023	Self-Paced	INT	\$115
2461 Beginner Writer Workshop		12/14/2022–2/3/2023	Self-Paced	INT	\$115
2403 Cert Residential Interior Des		8/1/2022–2/1/2023	Self-Paced	INT	\$2,995
2404 Cert Residential Interior Des		9/1/2022–3/1/2023	Self-Paced	INT	\$2,995
2405 Cert Residential Interior Des		10/1/2022–4/1/2023	Self-Paced	INT	\$2,995
3319 Cert Residential Interior Des		1/1/2022–7/1/2023	Self-Paced	INT	\$2,995
1652 Discover Genealogy		6/15/2022–8/5/2022	Self-Paced	INT	\$120
1654 Discover Genealogy		7/13/2022–9/2/2022	Self-Paced	INT	\$120
1655 Discover Genealogy		8/18/2022–10/7/2022	Self-Paced	INT	\$120
1656 Discover Genealogy		9/14/2022–11/4/2022	Self-Paced	INT	\$120
1657 Discover Genealogy		10/12/2022–12/2/2022	Self-Paced	INT	\$120
2515 Discover Genealogy		11/16/2022–1/6/2023	Self-Paced	INT	\$120
2516 Discover Genealogy		12/14/2022–2/3/2023	Self-Paced	INT	\$120
1659 Effective Editing Online		6/15/2022–8/5/2022	Self-Paced	INT	\$115
1660 Effective Editing Online		7/13/2022–9/2/2022	Self-Paced	INT	\$115
1661 Effective Editing Online		8/18/2022–10/7/2022	Self-Paced	INT	\$115
1662 Effective Editing Online		9/14/2022–11/4/2022	Self-Paced	INT	\$115
1663 Effective Editing Online		10/12/2022–12/2/2022	Self-Paced	INT	\$115
2513 Effective Editing Online		11/16/2022–1/6/2023	Self-Paced	INT	\$115
2514 Effective Editing Online		12/14/2022–2/3/2023	Self-Paced	INT	\$115
1664 Grammar Refresher		6/15/2022–8/5/2022	Self-Paced	INT	\$110
1699 Grammar Refresher		7/13/2022–9/2/2022	Self-Paced	INT	\$110
1700 Grammar Refresher		8/18/2022–10/7/2022	Self-Paced	INT	\$110
1701 Grammar Refresher		9/14/2022–11/4/2022	Self-Paced	INT	\$110
1702 Grammar Refresher		10/12/2022–12/2/2022	Self-Paced	INT	\$110
2476 Grammar Refresher		11/16/2022–1/6/2023	Self-Paced	INT	\$110
2477 Grammar Refresher		12/14/2022–2/3/2023	Self-Paced	INT	\$110



Course Number/Name	Days	Dates	Times	Campus	Tuition
1704 Grammar Refresher 2		6/15/2022–8/5/2022	Self-Paced	INT	\$115
1705 Grammar Refresher 2		7/13/2022–9/2/2022	Self-Paced	INT	\$115
1706 Grammar Refresher 2		8/18/2022–10/7/2022	Self-Paced	INT	\$115
1707 Grammar Refresher 2		9/14/2022–11/4/2022	Self-Paced	INT	\$115
1708 Grammar Refresher 2		10/12/2022–12/2/2022	Self-Paced	INT	\$115
2469 Grammar Refresher 2		11/16/2022–1/6/2023	Self-Paced	INT	\$115
2470 Grammar Refresher 2		12/14/2022–2/3/2023	Self-Paced	INT	\$115
1658 Interior Design, Intro To		6/15/2022–8/5/2022	Self-Paced	INT	\$115
1666 Interior Design, Intro To		7/13/2022–9/2/2022	Self-Paced	INT	\$115
1667 Interior Design, Intro To		8/18/2022–10/7/2022	Self-Paced	INT	\$115
1668 Interior Design, Intro To		9/14/2022–11/4/2022	Self-Paced	INT	\$115
1669 Interior Design, Intro To		10/12/2022–12/2/2022	Self-Paced	INT	\$115
2462 Interior Design, Intro To		11/16/2022–1/6/2023	Self-Paced	INT	\$115
2463 Interior Design, Intro To		12/14/2022–2/3/2023	Self-Paced	INT	\$115
1775 Listen to Heart/Success		6/15/2022–8/5/2022	Self-Paced	INT	\$105
1776 Listen to Heart/Success		7/13/2022–9/2/2022	Self-Paced	INT	\$105
1777 Listen to Heart/Success		8/18/2022–10/7/2022	Self-Paced	INT	\$105
1780 Listen to Heart/Success		9/14/2022–11/4/2022	Self-Paced	INT	\$105
1781 Listen to Heart/Success		10/12/2022–12/2/2022	Self-Paced	INT	\$105
2481 Listen to Heart/Success		11/16/2022–1/6/2023	Self-Paced	INT	\$105
2483 Listen to Heart/Success		12/14/2022–2/3/2023	Self-Paced	INT	\$105
1521 Law School for Non Lawyers	T	8/16/2022–9/27/2022	6:00 pm–9:00 pm	GS	\$45
1665 Mastering Public Speaking		6/15/2022–7/27/2022	Self-Paced	INT	\$115
1820 Mastering Public Speaking		7/13/2022–9/2/2022	Self-Paced	INT	\$115
1821 Mastering Public Speaking		8/18/2022–10/7/2022	Self-Paced	INT	\$115
1823 Mastering Public Speaking		9/14/2022–11/4/2022	Self-Paced	INT	\$115
1824 Mastering Public Speaking		10/12/2022–12/2/2022	Self-Paced	INT	\$115
2422 Mastering Public Speaking		11/16/2022–1/6/2023	Self-Paced	INT	\$115
2423 Mastering Public Speaking		12/14/2022–2/3/2023	Self-Paced	INT	\$115
1854 Speed Spanish		6/15/2022–8/5/2022	Self-Paced	INT	\$115
1855 Speed Spanish		7/13/2022–9/2/2022	Self-Paced	INT	\$115
1856 Speed Spanish		8/18/2022–10/7/2022	Self-Paced	INT	\$115
1857 Speed Spanish		9/14/2022–11/4/2022	Self-Paced	INT	\$115
1858 Speed Spanish		10/12/2022–12/2/2022	Self-Paced	INT	\$115
2434 Speed Spanish		11/16/2022–1/6/2023	Self-Paced	INT	\$115
2435 Speed Spanish		12/14/2022–2/3/2023	Self-Paced	INT	\$115
1859 Speed Spanish 2		6/15/2022–8/5/2022	Self-Paced	INT	\$115
1860 Speed Spanish 2		7/13/2022–9/2/2022	Self-Paced	INT	\$115
1861 Speed Spanish 2		8/1/2022–10/7/2022	Self-Paced	INT	\$115
1862 Speed Spanish 2		9/14/2022–11/4/2022	Self-Paced	INT	\$115
1863 Speed Spanish 2		10/12/2022–12/2/2022	Self-Paced	INT	\$115
2436 Speed Spanish 2		11/16/2022–1/6/2023	Self-Paced	INT	\$115
2437 Speed Spanish 2		12/14/2022–2/3/2023	Self-Paced	INT	\$115



PRELICENSING REAL ESTATE OPLO18001 UNIT 1  
ADVANCED PRINCIPLES IN RE (POST LICENSE) UNIT 2  
BROKER A - BROKER MANAGEMENT – OPLO18005  
BROKER B-EXAM PREP – OPLO18003  
PROPERTY MANAGER IN CHARGE – OPLO182819  
PROPERTY MANAGEMENT – OPLO18004  
BIC DUTIES/RESPONSIBILITIES MANDATORY CEE2791  
BIC DUTIES/RESPONSIBILITIES ELECTIVE CEE2918  
3 P’S OF PROFESSIONALISM CEC3040  
CONTRACTS VS AGENCY CEE2324  
ETHICS CEE 2824  
PROPERTY MANAGEMENT FUNDAMENTALS CEE2336  
WALK THROUGH THE LAW CEC 3401

All Real Estate classes must be registered for online at [hgtc.edu/jobtraining](http://hgtc.edu/jobtraining).

NOTES

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# REGISTRATION INFORMATION

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## FINANCIAL ASSISTANCE OPPORTUNITIES

Don't let the cost of education prevent you from achieving your goals! Finding education lending options for Continuing Education or Online Learning has never been easier! Contact: South Carolina Department of Employment & Workforce (WIA) 843-234-9675 or 843-546-8581.

## HGTC FLEX PAYMENT

Students who are registering for a class with tuition not less than \$300 or greater than \$3,000 may apply for a flex payment plan. Student must pay a non-refundable \$25 processing fee at time of flex plan agreement. To apply please call 843-477-2079.

## CUSTOMIZED TRAINING PROGRAMS

Horry-Georgetown Technical College Workforce Development offers customized training programs and services in a variety of areas to local companies interested in updating the skills and abilities of their employees. By helping to bridge any technical skills gaps in your organization, we can help you maximize your employees' potential. We provide qualified instructors, at our training facility or at your site, as well as a customized curriculum to meet your needs. Call us at 843-477-2020 for more information.

### Our training programs include:

- **Customer Service Skills:** courtesy and communication, identifying and exceeding customer needs and expectations, problem solving, people management, dealing with difficult customers, understanding the cost of losing a customer, and teaching supervisors to coach customer service
- **Team Building Skills:** featuring Culinary Team Building
- **Computer Software Skills:** Microsoft Word, Microsoft Excel, Microsoft Publisher, Microsoft Outlook
- **Trades Skills:** OSHA 10-hour, Lead Paint Certification/Recertification, Mechanical Maintenance, NCCER Training

### Our comprehensive services include:

- Development of all curriculum and training materials.
- Flexible scheduling to ensure minimum disruption of your productivity.
- A needs assessment that provides customized solutions for your organization.

## Registration is Easy! Sign Up Today!

**Online:** [hgtc.edu/jobtraining](https://hgtc.edu/jobtraining) **By phone:** 843-477-2020

**In person** – at any of our campus admissions offices

## GENERAL INFORMATION

- 1 Unless indicated, fees do not include textbooks or supplies.  
Call bookstore at 843-477-2089.
- 2 Minimum enrollment must be met – please register early!
- 3 Horry-Georgetown Technical College reserves the right to cancel classes.
- 4 No registration is complete until all fees have been paid.

**Visit [hgtc.edu/jobtraining](https://hgtc.edu/jobtraining) for more courses.**

# SUMMER YOUTH CAMPS



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Culinary, STEM & More See our current class selections at [hgtc.edu/camps](https://hgtc.edu/camps). Register online or by calling **843-477-2020**.



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